

S E C R E T

DD/S&T-371-67
18 February 1967

MEMORANDUM FOR: Executive Director-Comptroller

**THROUGH : Acting Deputy Director for Science and
Technology**

**SUBJECT : Transfer of Responsibility for the Personnel
Locator File**

1. This memorandum contains, in paragraph 6, a recommendation for your approval.

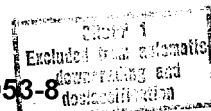
2. When the Automatic Data Processing Division (ADPD) was consolidated with the Office of Computer Services (OCS) in 1964, several machine-related, or file and coordination, functions were acquired which had been the responsibility of the Support Directorate. The majority of these functions are still being performed by OCS. One of them is the maintenance of the Locator File System. This system provides address and telephone information on Agency employees (and others) to several Agency components, including the Offices of Personnel, Finance, Security, Logistics, the DCI, and others. The file is an important one; its reliability must be very high. But, since OCS does not own the file, it is in no position to control submission of file changes on a continuing basis. Without continuous updating, the file loses both currency and accuracy; as a consequence, inefficiencies develop.

3. For example, the Office of Finance uses this Personnel file to produce addresses for W-2 statements. Last year, 1700 address additions or changes were made to this file between 20 and 31 December. We believe that this bunching at the end of the year would not have been necessary had the system been working properly and the office of responsibility been in position to exercise control over the data during the entire course of the year.

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4. The individual who performs this work also has three other related assignments, including data preparation and editing for the hospitalization file; the Credit Union file; and the Black Line, Gray Line, and Red Line Telephone Directories. These clerical functions are also performed for the Office of Personnel and occupy 10% of the incumbent's time, with 90% applied to work on the Locator File.

5. Recent discussions between OCS and OP personnel have resulted in a working level recommendation that the function of maintaining this Locator File and the other related functions be transferred to the Office of Personnel.

6. I concur in their conclusions and recommend that approval be given to transfer to the Office of Personnel the functions described above, the individual trained in these functions, and the T/O position. I suggest that the effective date be 1 March 1967.

15/
CHARLES A. BRIGGS
Director of Computer Services

CONCUR:

20 FEB 1967

for
[Redacted]
Acting Deputy Director for Science and Technology

Date

[Redacted]
Director of Personnel

Date

[Redacted]
Deputy Director for Support

Date

APPROVED:

[Redacted]
Executive Director-Comptroller

Date

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